

Holmes High School

SBDM Council Policy

Selection of Principal When a Vacancy Occurs HHS Best Practice Policy

When the superintendent has verified a vacancy for the position of principal, the SBDM Council shall engage in the principal selection process. The superintendent, or the superintendent's designee, shall serve as the chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The outgoing principal shall not serve on the council during the selection process.

The school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The council shall select the trainer to deliver the training.

The council shall develop a survey and conduct meetings to get input from teachers, staff, parents, and community members to help guide the council in the development of criteria for the selection of a principal. The council shall develop a set of interview questions and a tentative timeline for selecting a principal. The council shall finalize a written plan for the selection of principal and shall disseminate the plan to teachers and leaders of the parent organization within the school. This plan shall include a description of selection criteria and timeline for the selection of the principal.

The council shall have access to the applications of all persons certified for the position. No principal who has been removed for cause, within the district, may be considered for appointment as principal. The council will schedule a series of meetings to review applications, materials, check references, and conduct oral interviews (closed sessions).

After thorough discussion and review of the candidates, the council shall make its top choice for the principal vacancy. The newly appointed principal shall be selected by a majority vote of the council. In cases where the council is unable to make a choice, the council will ask the superintendent to appoint an interim principal for a period of no longer than one (1) year.

Meeting Guidelines:

- Initial organizational meeting (open meeting)
- Set up Principal Selection Training (open meeting)
- Establish criteria, timeline, plan (open meeting)
- Review applications/candidate information (closed meeting)
- Interviews (closed meeting)
- Evaluate candidates and make selection (closed meeting)
- Announce principal selection (open meeting)

DATE OF FIRST READING – 3-6-12

DATE OF SECOND READING – 4-11-12